



## DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 7010.5D

Code N1

18 Aug 15

### COMTRAWING FIVE INSTRUCTION 7010.5D

Subj: OPERATING POLICY FOR THE COMMANDER, TRAINING AIR WING FIVE  
WINGS OF GOLD CLUB CONTINGENCY FUND

Ref: (a) DODFMR

Encl: (1) Bylaws Commander, Training Air Wing FIVE Wings of Gold Club

1. Purpose. To establish procedures for the day-to-day operation of the Training Air Wing (TRAWING) FIVE Wings of Gold Club contingency fund.

2. Cancellation. COMTRAWINGFIVEINST 7010.5C.

3. General. The TRAWING FIVE Wings of Gold Club is a category VII Nonappropriated Fund activity per reference (a). Bylaws of the fund are contained in enclosure (1).

  
G. A. KLING

Distribution:  
COMTRAWINGFIVEINST 5216.T  
Lists II

**BYLAWS  
COMMANDER, TRAINING AIR WING FIVE  
WINGS OF GOLD CLUB  
MILTON, FLORIDA**

**ARTICLE I**

Name and Purpose

**Section 1.** The name of the organization shall be TRAWING FIVE Wings of Gold Club.

**Section 2.** The purpose of the organization is to (1) provide an account for support of morale and welfare of its members, (2) to serve as a central account for self-supporting sub funds (i.e., patches, plaques, models, etc.), and (3) to serve as a repository for funds collected to finance Club social functions. Approved Club disbursements provided for all participating commissioned officers, civilian employees (GS-3 and above), and contract personnel assigned to permanent duty at Training Air Wing (TRAWING) FIVE include:

(1) Benevolence - sending flowers in case of death or hospitalization of a participating member, participating member's spouse, or children of participating member. Flowers will also be sent in case of death of a parent of a participating member, parent of participating member's spouse, and in the case of a birth to a participating member and spouse. The Chief Staff Officer (CSO) will determine exceptions.

(2) Upon arrival to command, new members will receive one TRAWING FIVE command patch and one cloth name patch for the flight suit.

(3) Upon detachment from command, participating members will receive a memento of their choice: either a TH-57 or T-6 model, or a plaque.

(4) "Hail and Farewell" dinner cost and gratuity for participating members detaching the command and their spouse or guest of single members.

(5) \$100.00 per member contribution towards purchase of shadow box for retiring military members.

(6) Payment to vendors for resale items (i.e., patches, plaques, aircraft models, coins, stickers, etc.).

(7) Scrapbook or photographic album for a memento for the Commodore upon detachment from the command.

(8) Miscellaneous items - receipt books, postage stamps, and other accounting materials necessary to administer the fund.

Enclosure (1)

## ARTICLE II

### Government

Section 1. The TRAWING FIVE Wings of Gold Club shall be under the general supervision of the CSO and shall conform to policies established by Commander, Training Air Wing FIVE or higher authority.

Section 2. The CSO shall be designated the President of the Club and shall provide policy guidance to the Fund Treasurer on appropriate disbursement of monies from the Fund and shall approve, in writing, any disbursements not included in Article I, Section 2.

Section 3. A Fund Treasurer shall administer the TRAWING FIVE Wings of Gold Club Fund. He or she shall be designated in writing by the Commodore and shall be a participating TRAWING FIVE Wings of Gold Club member. The Fund Treasurer will maintain records of collections, disbursements, statements, audits, and otherwise administer the accounting records of the Fund. The Treasurer will be responsible for obtaining and providing the items listed in Article I, Section 2.

Section 4. The expenditure of funds shall not exceed \$75.00 per member, with exception to the departing Commodore's gift (value not to exceed \$300.00 per SECNAVINST 5370.2) and retirement shadow box (excluding contents), which shall not exceed \$100.00. Expenditure of funds on any item or event in excess of the earnings for one quarter will require the President's permission in writing. Immediate family shall be defined as sets of parents or guardians, spouse, and children.

Section 5. Expenditure of funds will be made in the form of a check having one signature (the Fund Treasurer). Receipts, required for all expenditures, are to be filed by the Fund Treasurer.

## ARTICLE III

### Membership and Dues

Section 1. Membership in the TRAWING FIVE Wings of Gold Club is mandatory for every commissioned officer assigned PCS or TAD to the Wing Staff, excluding HITU and FITU, and the opportunity shall be extended to all civilian employees (GS-3 and above), and contractor personnel assigned to Training Air Wing FIVE. Membership will continue through the month of transfer from duty.

(1) Officers wishing to decline membership shall submit a written statement to the Fund Treasurer who will forward it to the CSO for review.

(2) Officers who initially decline and later request membership will be required to reimburse the fund for back dues. This assessment will be effective from the month following report date. If member's report date is prior to establishment of the fund, dues will be assessed as of the effective date of the fund.

**Section 2.** Members participating in the TRAWING FIVE Wings of Gold Club will be assessed monthly dues of \$5.00. Civilians shall be fully vested after three years of membership in good standing. The reporting and detaching months are gratis. When the fund balance cannot adequately handle obligations, the monthly assessment will be increased until an adequate fund balance, as determined by the President, is restored. The Fund Treasurer will collect dues once per year, at the beginning of each calendar year. Members reporting after 1 January will be assessed dues through December of that same year in order to meet the yearly schedule.

**Section 3.** The Fund Treasurer will send a collection notice no later than 15 December of each year. Temporary Additional Duty (TAD) or other officers who will be assigned to TRAWING FIVE for less than 120 days will not be assessed dues and will not receive benefit of the services listed in Article I, Section 2.

#### **ARTICLE IV**

##### Financial Records, Statements, and Audits

**Section 1.** The Fund Treasurer will maintain the financial records of the TRAWING FIVE Wings of Gold Club. The Treasurer shall furnish quarterly statements showing the status of all income and payment of the expenses to the Commodore, CSO, and any member that makes a request for statements.

**Section 2.** The accounts of the TRAWING FIVE Wings of Gold Club shall be audited annually under the direction of Internal Review, and upon replacement of the Fund Treasurer. The Commodore may request an audit at any time.

**Section 3.** The Fund Treasurer will maintain three separate funds; checking, savings, and a petty cash account. All incoming funds or payments made by check will be deposited in the checking account. Any payments made by cash will go into the petty cash account. The petty cash account should not exceed \$300.00; if, and when it does, those funds should be deposited in either the checking or savings account. When funds in the checking account exceed \$500.00, excess funds may be transferred to the savings account, which earns higher interest.

#### **ARTICLE V**

##### Dissolution

**Section 1.** In the event of TRAWING FIVE Wings of Gold Club dissolution, the primary obligation will be to meet any outstanding financial commitments. Any remaining balance in the fund will be distributed evenly among the members in good standing.